

# Retention and Classification Report

**Agency:** Sevier County School District (Utah) (884)  
180 East 600 North  
Richfield, UT 84701  
435-896-8214

**Records Officer** Alison Merchant

20098	Account ledgers
14048	Minutes
27699	North Sevier High School yearbooks
26127	Official transcripts
23773	School building plans and specifications

**AGENCY:** Sevier County School District (Utah)

**SERIES:** 20098

1

**TITLE:** Account ledgers

**DATES:** 1908-1926

**ARRANGEMENT:** none

**DESCRIPTION:**

These financial record books show receipts and disbursements for various accounts and various schools. Holdings include: Sevier High School Register of receipts and disbursements, 1912-1914; Trustees' Account Record/Richfield Payroll 1908-1912 (does include other receipts and disbursements); Misc. bids, supplies, and books, 1912-1920; ledger, 1915-1926; Richfield School ledger, 1909-1915; Bank accounts ledger, 1912; Warrant register index, undated; and Record of Vouchers and Warrants, 1912-1915.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This disposition is based on the State Archivist's assessment of these as some of the few remaining records of the district for the time period.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Sevier County School District (Utah)

**SERIES:** 14048

**TITLE:** Minutes

**DATES:** 1895-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official district committees, boards, and task forces. They may also include an official agenda. See Internal committee records

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**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 05/07/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Paper: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical Legal

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005)

**AGENCY:** Sevier County School District (Utah)

**SERIES:** 14048

**TITLE:** Minutes

(continued)

Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Sevier County School District (Utah)

**SERIES:** 27699

3

**TITLE:** North Sevier High School yearbooks

**DATES:** 1906-

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

These yearbooks document school activities. They are compiled by a yearbook staff with the assistance of a teacher advisor. The yearbooks contain names and photographs of the faculty, staff, and individual students by grade, school clubs, sports, cultural events, and academic and social activities.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 05/02/2011

**FORMAT MANAGEMENT:**

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Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Yearbooks provide historical information about students, teachers and school activities.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Sevier County School District (Utah)

**SERIES:** 26127

3

**TITLE:** Official transcripts

**DATES:** 1890-

**ARRANGEMENT:** Chronological by birth year and thereunder alphabetically by surname.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These cards are the official record of school attendance and high school graduation. They are used to document graduation from high school and to verify classes attended and credits earned. They are used for college admission and employment. They also include the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). They contain: student's name, address, birthdate, parents' names, lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security number. They are part of the Student Cumulative File until they are weeded after graduation .

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 3.

**AUTHORIZED:** 02/16/2006

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

Microfilm master: Retain in Archives permanently.

**AGENCY:** Sevier County School District (Utah)

**SERIES:** 26127

**TITLE:** Official transcripts

(continued)

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Exempt 34 CFR 99

**SECONDARY CLASSIFICATION(S):**

Private

**AGENCY:** Sevier County School District (Utah)

**SERIES:** 23773

3

**TITLE:** School building plans and specifications

**DATES:** ca. 1939-1980

**ARRANGEMENT:** by school

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series consists of school building plans, specifications for bids documents, and floor drawings for a number of elementary, middle, and high schools within the district.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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